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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Management Officer/MIS
 THRU : Chief, Records Management Branch
 FROM : [REDACTED]

DATE: 27 March 1954

SUBJECT: Air Raid Emergency Plan

For your use in connection with any existing or proposed plan for Air Raid Emergency.

1. The Air Raid Emergency Plan for [REDACTED] formulated by General Services Office prior to its abolishment, provided for a Building Warden Organization with a strength of 22. Mr. W. J. Rhees was designated Chief Building Warden and I was named first alternate.

2. The Chief Building Warden, Mr. Rhees and a member of the First Aid Team, [REDACTED] are no longer located in the building. Three Floor Wardens, one Fire Fighter and three Messengers are scheduled to move within a month, resulting in a 40% reduction in the strength of the Building Warden Organization. Unless replacements are appointed and trained, operations in the event of a simulated or actual air raid could be seriously hampered.

3. It is therefore recommended that a new Chief Building Warden be designated as soon as possible in order that necessary adjustments may be made in the Building Warden Organization prior to scheduled departures of Building Warden Organization personnel.

[REDACTED]

[REDACTED]

This regulation rescinded CIA Regulation No. [REDACTED] paragraph V.

[REDACTED]

[REDACTED]

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